



**Certificate of Completion**  
**State of California Virtual Training Center**  
**Webinar Attendance**

The undersigned participant attended a training webinar for California state employees.

_____	Five Steps of Effective Writing: Do You Have the POWER	
Name of Participant	Title of Webinar	
_____	One hour	July 7, 2011
Participant's Signature	Length	Date of Completion

Ronald Yank, Director  
California Department of Personnel Administration

Please provide a copy of this completion certificate to your manager or supervisor and your Training Officer